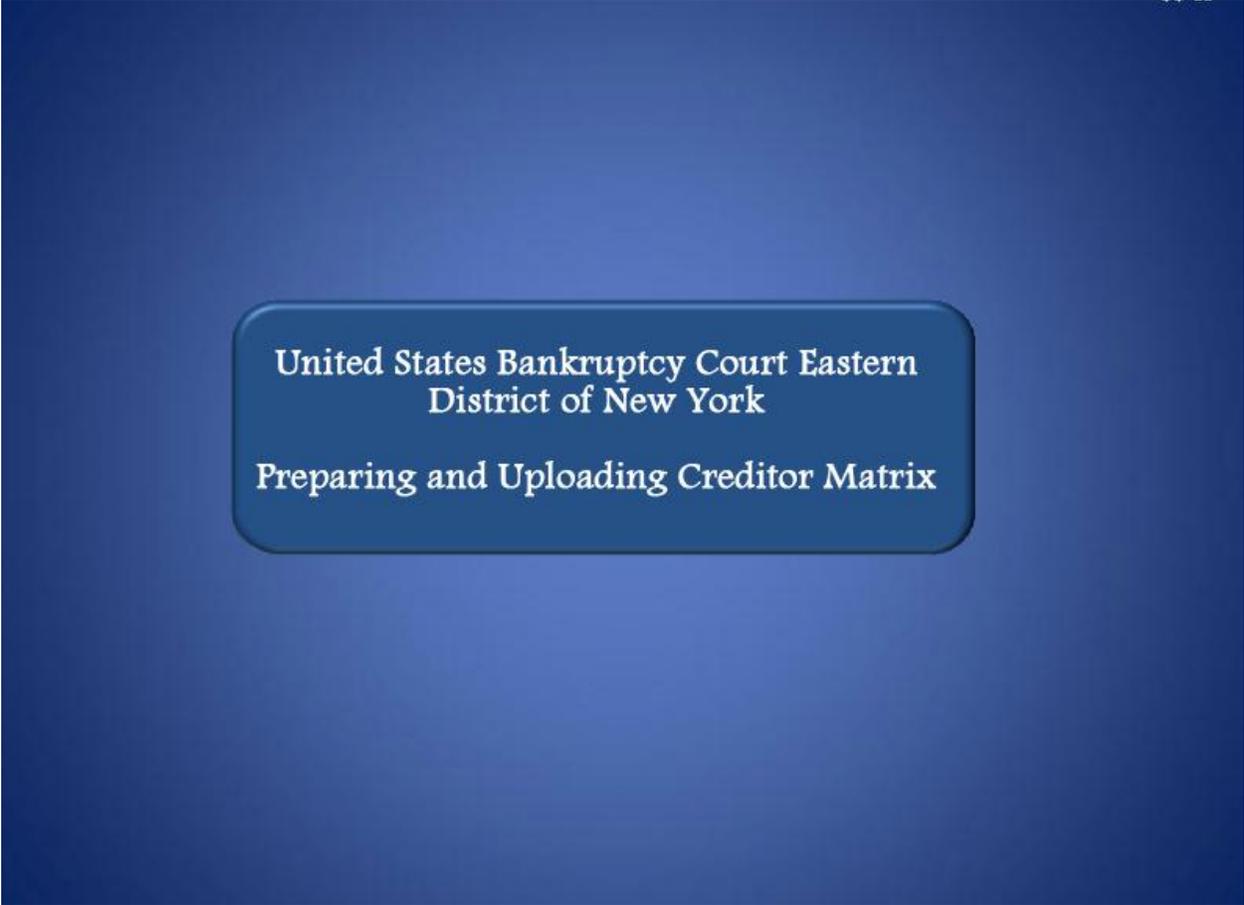


PREPARING AND UPLOADING CREDITOR MATRIX



United States Bankruptcy Court Eastern
District of New York
Preparing and Uploading Creditor Matrix

Welcome to the United States Bankruptcy Court, Eastern District of New York's lesson on Preparing and Uploading Creditor Matrix.

PREPARING AND UPLOADING CREDITOR MATRIX

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  **Table of Contents**

Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i” icon. 

Additional filing information is displayed when the mouse hovers over the tip star icon.  **TR**

Select **START** when you are ready to begin.

START

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Objective

At the end of this lesson, a filer will be able to electronically upload a Creditor Matrix to the Electronic Case Filing system.

CONTINUE

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After the deficient or complete petition has been successfully uploaded to the Electronic Case Filing (ECF) system, the filer receives a Notice of Electronic Filing with the case number. The next step is to upload to the Electronic Case Filing system, the Creditor Matrix (Matrix) or List of Creditors, using the Creditor Maintenance event.

CONTINUE

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The Creditor Matrix is the list of the names and complete addresses of the debtor's creditors prepared as a text file with a [.txt] extension. In addition to the Creditor Matrix being uploaded to the Electronic Case Filing system, a List of Creditors must be included with the petition. The Clerk's Office uses the matrix to send out notices. For this reason, the matrix must have the correct information and be prepared in accordance with the Court's specifications.

CONTINUE

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Court's Specifications for Preparing the Creditor Matrix

1. The Matrix may be prepared by using a WordPerfect ASCII DOS file type or Microsoft Windows Notepad text editor. A sample matrix is provided at the end of the instructions for preparing a creditor matrix.
2. Margins at the top and bottom of the page must each be approximately one inch.
3. Creditors must be listed alphabetically, in a single column aligned to the left margin.
4. Each creditor profile should consist of no more than five single-spaced lines. Each of the five lines must not exceed 40 characters. Do not skip lines within a creditor's profile. Each creditor profile must be separated by a double space.

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5. List only the names and addresses of creditors.
6. Only the first letters of a name should be capitalized unless the official name of a company is all capital letters.
7. The name of the creditor is the first line. “Attention” (Attn) or “in care of” (c/o), when used, is the second line.
8. The last line must be the city, state and ZIP code. If the ZIP code contains nine digits, the entire ZIP code must appear on the same line with a hyphen between the fifth and sixth numbers.

CONTINUE

PREPARING AND UPLOADING CREDITOR MATRIX

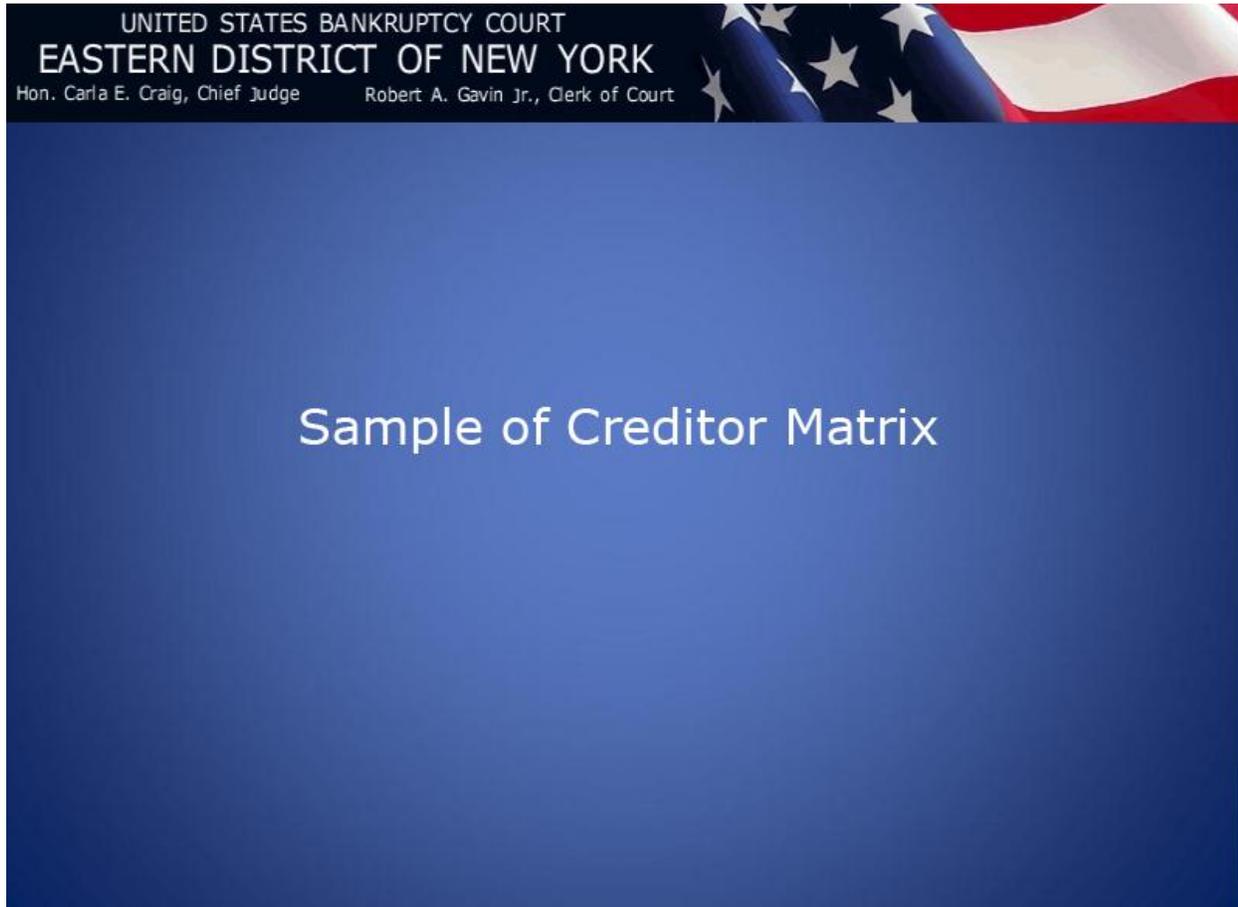
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9. If a case has 1000 or more creditors, bring this to the attention of the Clerk's Office.
10. Do not include the names of the debtor, debtor's attorney, U.S. Trustee, Panel Trustee or Judge.
11. Do not include case numbers, headers, footers, page numbers, account numbers or any other special characters such as
!@#\$%^&*()=}{[]\~?., '

CONTINUE



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Citibank/CCSI
Bankruptcy Dept
7930 NW 110 Street
Kansas City MO 64195-9904

First National Bank
Attn: Samuel Parks
Post Office Box 3391
Beaumont TX 77703-3391

Naomi Parks
500 W Jefferson Street
2nd floor
Louisville KY 40202

PNC Mortgage
500 W Jefferson Street
9th floor
Louisville KY 40202

CONTINUE

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CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Select Bankruptcy

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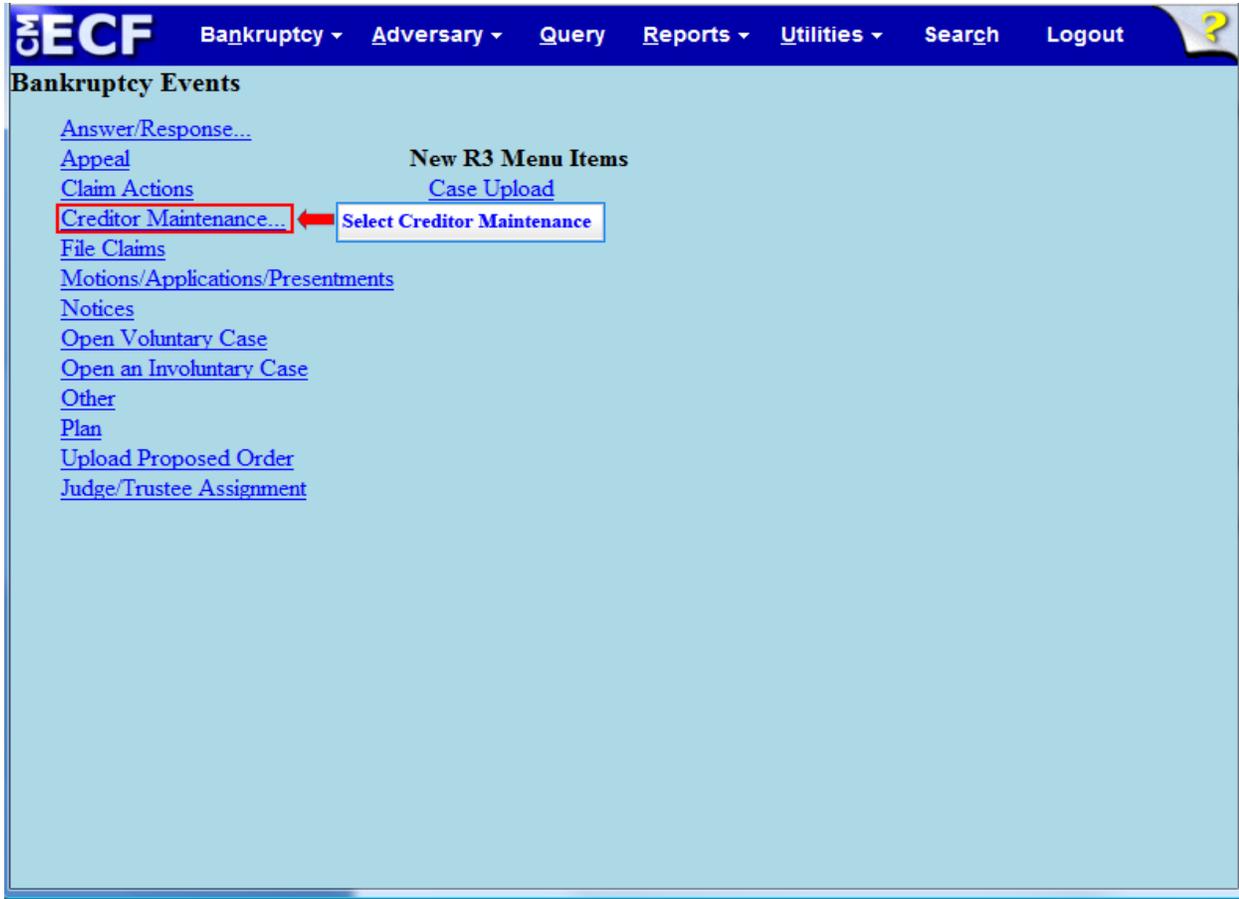
**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152

From the CM/ECF Menu Bar, select **Bankruptcy**.

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From the Bankruptcy Events, select **Creditor Maintenance**.

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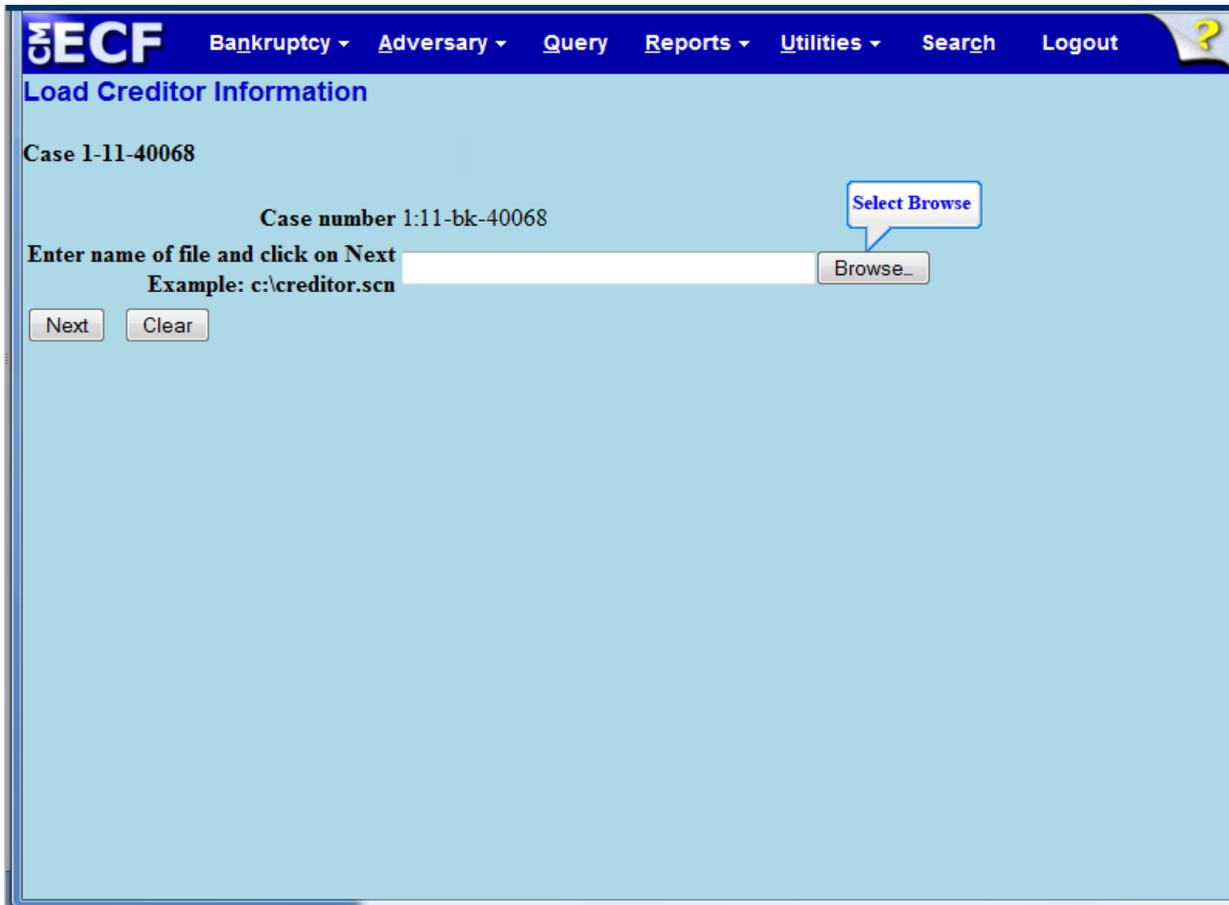
From **Creditor Maintenance**, select upload a creditor matrix file.

PREPARING AND UPLOADING CREDITOR MATRIX

The screenshot shows the ECF (Electronic Case Filing) interface for "Creditor Processing - Upload a File Method". The top navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". A search bar is present with a callout box containing "Type 11-40068". Below the search bar, there is a "Case Number" label, a text input field (highlighted with a red border), and a "Find This Case" button. Further down, there are "Next" and "Clear" buttons, with a callout box pointing to the "Next" button that says "Select Next".

Type case number, 11-40068 and select **Next** to continue.

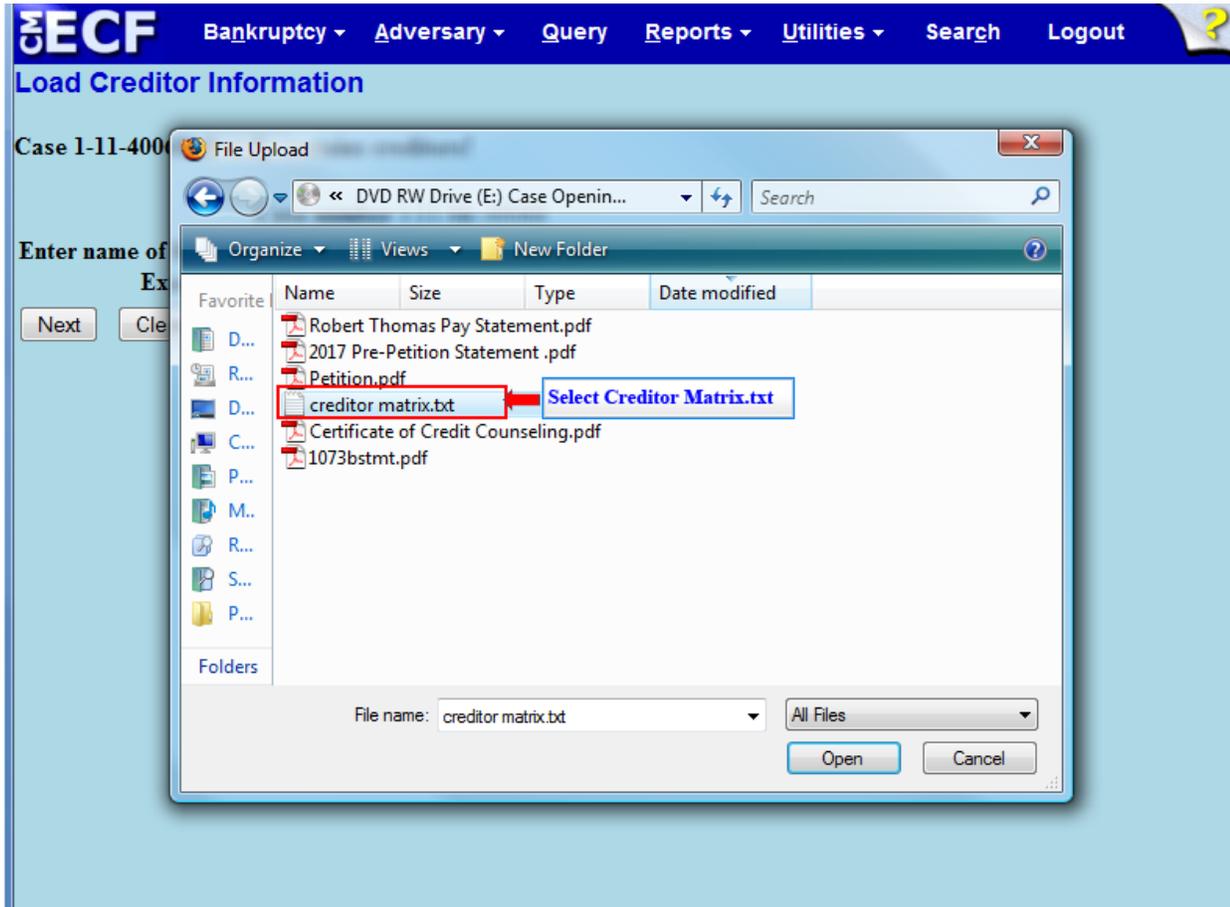
PREPARING AND UPLOADING CREDITOR MATRIX



The screenshot shows a web browser window with the ECF logo and navigation menu (Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout). The page title is "Load Creditor Information". The case number "Case 1-11-40068" is displayed. Below it, the text "Case number 1:11-bk-40068" is shown. A text input field contains the prompt "Enter name of file and click on Next" and an example "Example: c:\creditor.scn". To the right of the input field is a "Browse..." button. A blue callout box labeled "Select Browse" points to the "Browse..." button. Below the input field are "Next" and "Clear" buttons.

Select **Browse** to upload the matrix.txt file.

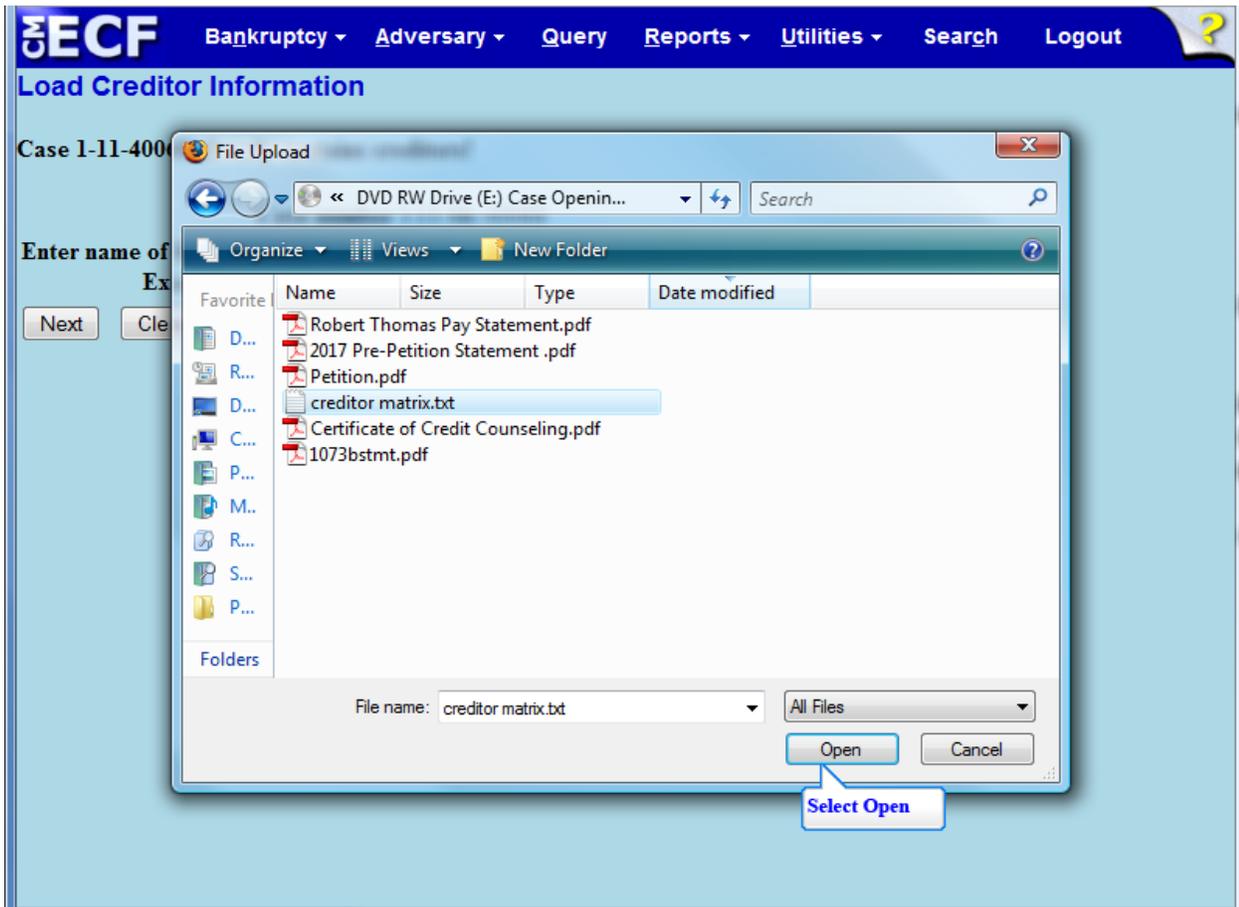
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Select the creditor matrix file to be uploaded.

TIP: Before uploading the matrix, right click the highlighted file to verify the form and number of creditors.

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Select **Open** to upload the matrix so that the file name appears in the Browse box.

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ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Load Creditor Information

Case number 1:11-bk-40068

Enter name of file and click on Next
Example: c:\creditor.scn

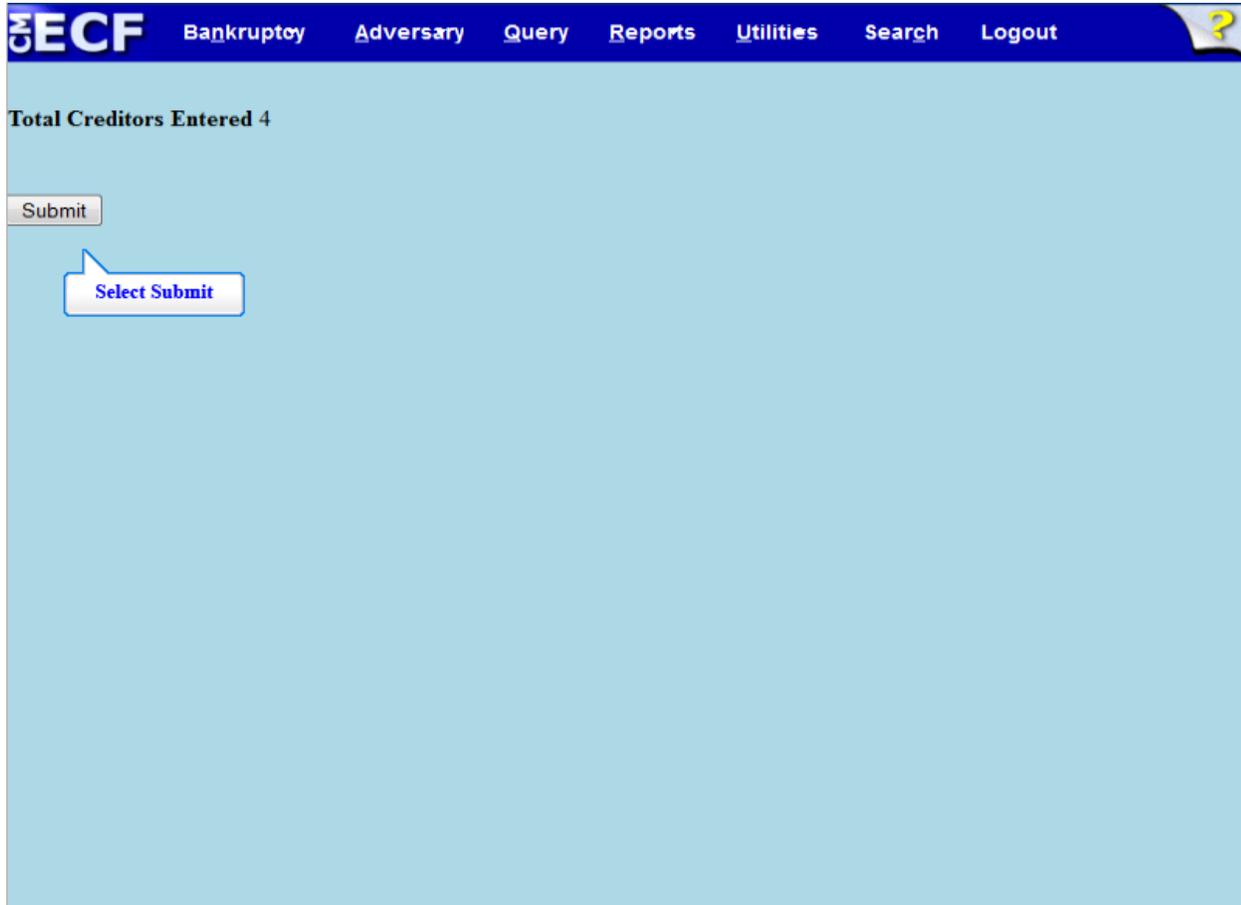
E:\creditor matrix.txt Browse...

Next Clear

Select Next

The file name appears in the **Filename** box. Select Next to continue.

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The Total Creditors Entered 4 message appears on the screen to let the filer know that four creditors are about to be uploaded to the case. Verify the creditor count information. If the total is incorrect, do not submit. Review the matrix and make the correction. If the creditor count is correct, select Submit.

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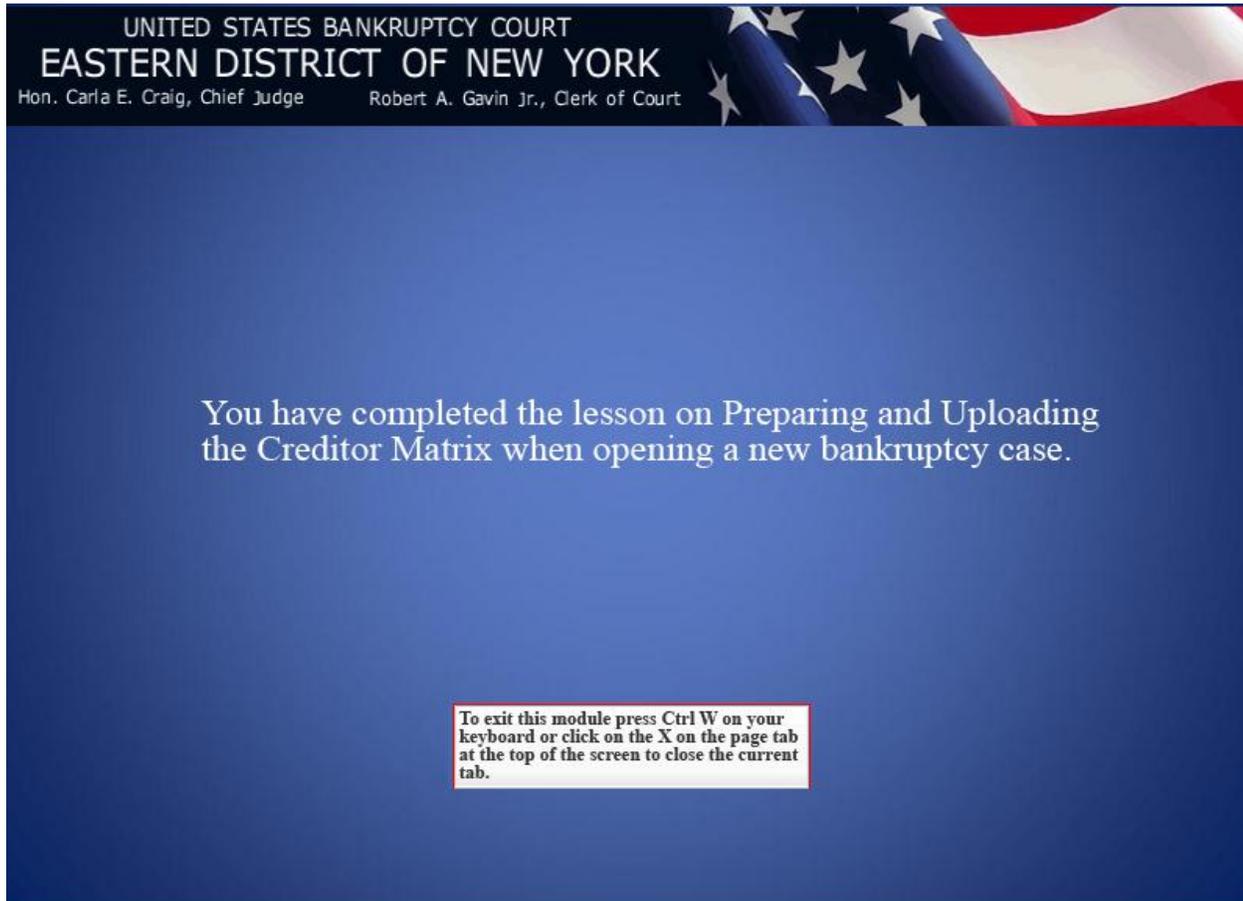
Case Number	1:11-bk-40068
Total Creditors Added to Database	4

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

CONTINUE

The **Creditors Receipt** appears. Review the receipt to confirm the total creditors uploaded to the case. If an error has been made, such as the creditor matrix uploaded to the wrong case, call the HELP DESK immediately. For Brooklyn, call 347-394-1700 press 6, and for Central Islip call 631-712-6200 and press 6. Once the creditors have been uploaded, only the Clerk's Office staff adds, edits or deletes creditors from a case. Select Continue.

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You have completed the lesson on Preparing and Uploading the Creditor Matrix when opening a new bankruptcy case.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.

You have completed the lesson on preparing and uploading the Creditor Matrix when opening a new bankruptcy case.